

UNITED STATES DEPARTMENT OF AGRICULTURE

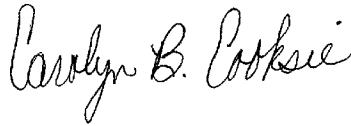
Farm Service Agency
Washington, DC 20250

Notice FLP-160

For: State and County Offices

Web-Based Guaranteed Loan System (GLS)

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A

Background

FSA is introducing the new web-based GLS. Missouri and Wisconsin have been testing this system as a pilot project and the response has been very positive. The system:

- takes the existing GLS block-mode screens and moves them to the Intranet allowing FSA to take advantage of easier data entry and navigation
- introduces enhanced reporting capabilities, and on-line forms management, which allows guaranteed loan forms to be filled, printed, and saved.

B

Purpose

This notice:

- introduces FSA employees to the web-based GLS
- provides instruction on how to download required software
- provides information on system access
- schedules a conference call to introduce the screens.

Disposal Date

October 1, 2001

Distribution

State Offices; State Offices relay to County
Offices

2 System Capabilities

A

Immediate Capabilities

Field Offices will begin using the web-based GLS system for guaranteed loan processing, tracking, and obligation. Initial uses will include adding, maintaining, and updating information on:

- applicants/borrowers
- lender:
 - data
 - status
 - agreement dates
- application package information including dates associated with application submission, completeness, approval, withdrawal, rejection, appeal, and obligation
- individual loan requests including rates, terms, and purposes
- loan obligation
- partial or entire loan deobligations.

GLS also provides a reporting system that will allow users to view and print the following:

- application report summaries and details
- past-due semi-annual status reports and default status reports.

The following activities will continue to be completed with the existing block-mode National Information Technology Center (NITC) GLS or ADPS transactions:

- loan closing
 - interest assistance claims
 - lender status reports updates.
-

B

Future Enhancements

The Agency's intent is to eventually move all guaranteed loan transaction screens and reporting to the Intranet. Before these enhancements can proceed, the old Guaranteed Loan Accounting System (GLAS) must be shut down and all transactions moved under the new GLS. There will be more details on this in the coming weeks. Once everything is in a single system, the remaining transactions can be moved to the web with the desired enhancements.

3 Implementation Responsibilities

A

Conversion to Web-Based GLS

Service Centers should discontinue using the block-mode GLS system for those transactions available on the web system. The block-mode GLS system will still be functional while the web-based system is deployed, but should only be used when necessary to provide uninterrupted customer service. Loan status reports will continue to be entered through the block-mode system until those screens are available on the web system.

Loan closing transactions and interest assistance claims will still be completed through ADPS GLAS until GLS has these capabilities.

B

Software Requirements

Access to the web-based system is through the web browser, Netscape Navigator, on any common computing environment (CCE) computer. The only additional software needed is the “plug-in” for the web browser to enable access to the on-line forms that must be downloaded as instructed in this notice.

The web-based GLS is only available on computers having a USDA Internet Provider address. In addition, firewall technology is in place to restrict access to USDA computers only. Additional security to prevent data from being viewed is provided by data encryption within the web browser and the FSA server.

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3 Implementation Responsibilities (Continued)

C

Download Instructions

All CCE computers used by FLP shall have OmniForm 4.0, 32-bit version installed. The OmniForm program is free and may be shared with lenders or others that need it to read or view these forms. On-line help for sharing and/or e-mailing OmniForm is provided on the GLS website through the Help link.

A system administrator must perform the following installation.

- Open the Netscape Navigator.
- In the location window, type the following URL address and PRESS “Enter”.

“<http://files.lgx.scansoft.com/files/products/omniform/filler/oif32.exe>”

- The “Save As” message box is displayed and the file name **oif32.exe** is displayed in the file name box.
- If not already defaulted to it, PRESS “Save In:” and change the directory to **c:\temp**.

Note: The save in location bar should show an open folder named **Temp** and the file name should be **oif32.exe**.

- PRESS “Save” and the “Saving Location” message box is displayed.
- PRESS:
 - “File” in the menu bar
 - “Exit”.

Note: The current Netscape connection is disconnected.

- PRESS:
 - “Start” on the task bar
 - “Run”.
- Type in **c:\temp\oif32.exe**, PRESS “OK”.
- PRESS “Setup”.

Note: The “OmniForm Internet Filler Setup” message box is displayed with instructions for completing the installation of the plug-in.

Continued on the next page

3 Implementation Responsibilities (Continued)

C

Download Instructions (Continued)

- PRESS “Next” and the “Software License Agreement” message box will be displayed.
- PRESS “Yes” and the “Setup Type” message box will be displayed.

The system will automatically set up the following components based on your installed browser software. **Make sure these options are checked correctly.**

- **No check** in “Set up for use with Netscape Navigator”.
- **Check** in the following:
 - “Set up for use with Netscape Communicator”
 - “Set up for use with Microsoft Internet Explorer”
 - “Set up for use as a separate Helper Application”.

Note: Make sure this is checked. This will allow you to save the form with data, edit and save the form, and e-mail the edited form with data.

- PRESS “Next” and the “Start Copying Files” message box will be displayed.
- PRESS “Next” and the following message will be displayed, “Setup successfully installed Omni Form Internet Filler for use with your web browser(s). If your web browser is running, please restart it to ensure proper operation.”
- PRESS “OK”.
- Close Netscape (if not done automatically) and log off the system.

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3 Implementation Responsibilities (Continued)

D

GLS Access

The GLS website may be accessed through the following.

- Open the Netscape Navigator.
- In the Location window bar:
 - type “**https://gls.usda.gov**”
 - PRESS “Enter”.

Note: The address begins with “**https**” because this is a secure site.

- The GLS welcome page will be displayed.

Note: You may want to bookmark this location and save it to your desktop. Make a shortcut by left-clicking and hold and drag the green icon next to the location bar to your desktop.

- PRESS “Log On” underneath the spinning globe.
- The User Login screen will be displayed. Use your existing GLS or NITC user ID and password and PRESS “Submit”.
- The GLS home page will be displayed.

Notes: The link under the globe has changed to “Log Off”. Click on the link labeled FSA Home. All the options are now available. When done using GLS, PRESS “Log Off”.

You will not be logged off simply by exiting or closing Netscape. You must log off by pressing “Log Off”.

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3 Implementation Responsibilities (Continued)

E

Conference Call

To assist in the implementation, there is a conference call scheduled for September 21, 2000, from 1:00 p.m. to 2:00 p.m. e.t. to provide a walk through of the screens and provide answers to commonly asked questions. It has been arranged to have 1 phone line for each State Office. Each State Office's designated person shall call 1-800-545-4387, access code: M11217 or FTS 700-991-1820, access code: 48243 on September 21, 2000, at 12:50 p.m. e.t.

F

User Guides and Help

User guide information is provided under the Help section of the site. From the GLS home page, select Help and a Table of Contents will be displayed. To see an overview of the system, select the FLP Quick Reference Guide. For specific questions, contact the Finance Office Technician.
